

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

**JOB VACANCY POSTING**

**POSTING NUMBER:** HR-0016

**ISSUE DATE:** February 29, 2016

**TITLE:** Program Specialist 3, Regulatory Programs

**CLOSING DATE:** March 14, 2016

**DIVISION/UNIT:** Codes and Standards / Bureau of Rooming and Boarding House Standards

**LOCATION:** DCA Building, 101 S Broad Street, 3<sup>rd</sup> Floor, Trenton

**SALARY RANGE:** R26: \$64,677.09 - \$92,011.89

**POSITION(S):** 1

**DISTRIBUTION:** Department

**DESCRIPTION OF MAJOR DUTIES:** Under the direction of the Director, supervises Rooming and Boarding House staff ensuring program requirements of the Rooming and Boarding House Act of 1979, including the licensure of emergency shelters for the homeless and free-standing residential health care facilities are complied with throughout the state; does related work as required.

---

**REQUIREMENTS:**

**EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree

**EXPERIENCE:**

Three (3) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating regulatory programs designed to ensure public safety, health and welfare, or to protect the environment.

**NOTE:** Applicants who do not possess the required education may substitute additional experience on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** A Master's degree from an accredited college or university in Public or Business Administration, one of the social sciences or other disciplines appropriate to the position may be substituted for one (1) year of experience.

**LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
HR#0016  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov)

**Interviews will be granted on the basis of the resume.**

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

**The New Jersey Department of Community Affairs is an Equal Opportunity Employer**